

# *Capital Improvements Program Guidelines*

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Similar guidelines and applications are available for all other MCACA programs from our website, as well as our general guidelines. If you require additional information, please contact MCACA staff.

### **Other MCACA Programs:**

Local Art Agencies and Services  
Anchor Organizations  
Arts and Learning  
Arts Projects  
Partnerships  
Regional Regranting

### **MCACA**

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# Getting Started. . .

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries (DHAL), serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan.

The 2006-2010 MCACA Strategic Plan establishes short- and long-term goals for the Council's administration, its granting programs and its customer service. MCACA uses these goals to help remain focused on how to further our mission and fulfill our vision. We fully expect that the projects supported through our granting programs will meet one or more of these goals as well. The goals of MCACA are to:

- Support arts and culture as a catalyst for community revitalization and economic development.
- Encourage new, creative and innovative works of art.
- Strengthen arts and culture by:
  - Establishing and facilitating communications networks
  - Increasing visibility and awareness of arts and culture
  - Supporting arts education
  - Recognizing, reflecting and celebrating cultural pluralism and broadening cultural understanding
- Expand and develop funding resources for the Council and its clients

In addition, the Council is firmly committed to and wishes to support projects and programs that:

- Enhance the state's quality of life
- Demonstrate the importance of arts and culture in daily living
- Provide broad public access to arts and cultural activities
- Support those who create, present or produce quality arts and cultural projects
- Facilitate delivery of arts and cultural resources statewide

This booklet contains requisite information and forms to help qualified organizations apply for funding in the Capital Improvements Program. Funding through this program supports capital improvement projects for arts and cultural facilities. Applications are due May 1, 2008, for arts and cultural activities that will take place between October 1, 2008, and September 30, 2009.

An application fee of 3% of the requested amount, or \$300 (whichever is less) must accompany the application.

Capital Improvements provide funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings, mortgage payments or operational support.

## Getting Started

Any Michigan county government or municipality (city, township or village) may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities, excluding stadiums used primarily for professional sporting events. We encourage you to contact MCACA staff with any questions as to which program best fits your project and any other questions.

**NOTE: It is important that you read the MCACA publication “General Guidelines” for more detailed information on the application process and grant cycle, grantee requirements, general eligibility information, MCACA contacts and other program information.**

### Program Eligibility

Any Michigan county or municipality may qualify for a grant and submit an application for funding. Nonprofit organizations can be sub-grantees of eligible counties, cities, townships and villages, however, regranting by sub-grantees to a third party is not allowed.

Projects involving the purchase or renovation of real or personal property require the submission, with the application, either proof of ownership, option to purchase, or long term lease. Documentation must show certification or declaration by the applicant. The certification will include an option clause protecting against a change in purchase price should the grant request be successful.

Federal tax-exempt 501(c)(2), status is required by the applicant community for projects owned or operated by agreement with nonprofit organizations.

Federal tax-exempt 501(c)(3) tax status, is required of organizations acting as subgrantees for projects outside the county, city, village or township operating authority or for projects owned or operated by agreement with the applicant municipality.

Counties, cities, townships and villages must show collaboration and evidence of cultural planning with local arts and cultural organizations for the community. Ideally, the cultural plan will prioritize community projects and the application will reflect the plan.

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a FY 2008 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

### A Note about Historical Buildings and Sites

If your project is for a building fifty years of age or older, you must contact the State Historic Preservation Office. Projects awarded grants in the Capital Improvement program will not receive a con-

tract before receiving a determination of the building's eligibility for the National Register of Historic Places from the State Historic Preservation Office.

Properties already listed on the National Register of Historic Places can be found on the National Park Service (NPS) website at <http://www.cr.nps.gov/nr> or through Michigan Sites On-Line at [www.michigan.gov/shpo](http://www.michigan.gov/shpo). If the building is listed in the National Register, printing the record from either the NPS website or Michigan Sites On-Line that shows the date the site was listed and including it in the application will serve as proof of the eligibility determination.

Submit an eligibility questionnaire and current photographs to the State Historic Preservation Office, Department of History Arts and Libraries, PO Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-6240. Digital photographs and a Word document may be submitted by e-mail to [preservation@michigan.gov](mailto:preservation@michigan.gov). An eligibility questionnaire can be downloaded from the SHPO website at [www.michigan.gov/shpo](http://www.michigan.gov/shpo). Be sure to indicate that the requested eligibility determination is for a MCACA grant. Questions on the National Register of Historic Places can be directed to the SHPO at (517) 373-1630.

### **Waiver Requests**

Organizations that seek a waiver of any portion of the program guidelines must do so in writing by April 16, 2008. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Request for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

### **Accessibility**

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools and the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

### **Underserved Communities**

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. An underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

“Underserved areas” are identified and defined by the Council as the counties of Alcona, Alger, Allegan, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Branch, Cass, Clare, Crawford, Eaton, Gladwin, Gratiot, Hillsdale, Ionia, Iosco, Iron, Kalkaska, Keweenaw, Lake, Lapeer, Livingston, Luce, Mackinaw, Manistee, Mason, Mecosta, Menominee, Missaukee, Montcalm, Montmorency, Monroe, Oceana, Ogemaw, Osceola, Otsego, Presque Isle, Roscommon, Schoolcraft, Shiawassee, Van Buren and Wexford.

### Program Outline

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts and preserve our cultural heritage. By encouraging community cultural planning and supporting cultural infrastructure, it is the Council’s expectation that projects funded through the Capital Improvements Program will:

- Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan.
- Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan.
- Support activities that create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance.
- Promote the career development of Michigan artists and assist them in the production of their work.
- Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations.
- Reach new audiences, spur local economies, increase audience access, diversity, size or participation in the arts, and market and promote the arts.
- Foster collaborations and partnerships between arts organizations, local governments and business and community leaders.

### Matching Funds

Applicants in this program may request from \$5,000 to \$50,000.

Applicants are required to match grants on an equal dollar-for-dollar (1:1) match basis from local and private contributions. Matching funds must include cash equal to at least 50% of the grant request/award. The amount requested cannot exceed 50 percent of the total project costs. The remainder of the match may be any combination of cash or in-kind contributions. (Reasonable value of services, materials and equipment as allowed under the internal revenue code for charitable contributions) subject to the pre-approval of the Michigan Council for Arts and Cultural Affairs. **Note: Budget expenses should ONLY include construction/renovation costs and reasonable administration of the specific capital improvement project. Programming and other administrative costs are not appropriate.**

Funds used as match for one Council grant will not be considered as match for other Council grants. In addition, Council must receive proof of the entire amount of matching funds, services,

materials or equipment by the end of the award period.

A certification form for matching funds is in the application package. All applicants must complete the certification form for each project showing matching funds. **This form must be completed and signed by authorized representatives of the governmental agency making the application, not by the sub-grantee.** Matching funds must be dedicated to this project only and not used for other projects. Matching funds will become a legal requirement incorporated in the grant agreement of the grantee.

### **Green Building**

The term sustainability has become an important term to the long term revitalization of communities and programs in Michigan. Sustainability includes looking at the social, economic, and environmental aspects of what we do and how it will impact future generations. In considering capital investments in any program, sustainability of the investment is a key factor. This would include looking at the environmental footprint that the development/redevelopment impacts. Green infrastructure includes looking at the design of the building, including energy efficiency, lighting; green products; and even recycling of construction and deconstruction materials. It also includes how the impacts of the building are addressed, such as managing stormwater through best practices like rain gardens; green roofs; and pervious paved parking lots. These practices not only serve as an environmental protection and improvement mechanism, but can add to the artistic and aesthetic value of a project as well.

Looking more broadly at a project, how does it connect to green space such as parks; bike trails; and walkable experiences? In building arts and cultural hubs, a variety of activities and promotion of the walkability also contribute to its “sustainable success.”

The Michigan Council for Arts and Cultural Affairs understands the necessity to consider these and other environmental factors. To that end, and in partnership with the Michigan department of Environmental Quality (DEQ), we are encouraging capital projects that incorporate sustainability; energy efficiency and/or low impact design (green buildings, rain gardens, storm water management ) and green infrastructure. The council may consider additional incentives and work with the DEQ to allow our clients direct access to DEQ grant programs. To learn more about DEQ grant programs, visit [www.michigan.gov/deqgrantsandloans](http://www.michigan.gov/deqgrantsandloans)

### **Funding may ONLY be used for:**

- Expansion, renovation, construction or acquisition of cultural facilities of all types
- Facility structure or system maintenance
- Purchase of equipment directly related to the arts presenting or producing function of an organization
- Subgranting to arts and cultural organizations for capital improvement projects

Note: Only construction and project management costs are eligible for capital improvement projects. Do not include programming in this grant.

Priority will be given to capital improvement projects that provide:

- Economic development
- Collaborations that leverage additional public and private investment
- Projects that benefit underserved areas (see list of counties on pages 4-5)
- Projects that benefit underserved communities (see definition)
- Projects that serve multiple counties
- Projects that are also receiving support from other State Agency programs such as the Neighborhood Enterprise Zones (NEZ's) HRF, MainStreet, Blue Prints, RZ, EZ, EC, Vision 2020, CBDG program monies etc.
- Projects projected to be completed within the grant period, 10/1/2008-9/30/2009

**Funding may not be used for:**

- Restoration of historic buildings when the primary focus is historic preservation (except those with architectural significance)
- Debt retirement, mortgage payments
- Preservation or restoration of non-arts collections
- Costs associated with the start-up of a new organization
- Costs incurred prior to the grant starting date
- Fundraising activities
- Projects that take place outside the state, foreign travel or out-of-state travel
- Consultants who are member of an applicant's staff or board
- Exhibitions or productions by children or students in grades K-12 when the activity is credit bearing and constitutes ongoing instruction normally provided by certified educators
- Payments to students
- Indirect costs (i.e. the cost of handling grants funds, that is charged against the grant funds)
- Projects that utilize funding from other state programs as matching funds, or matching funds that are used for more than one Council grant
- Projects for which more than one Council grant is requested
- Operating costs not associated with the project
- Purchase awards, cash prizes, scholarships, contributions or donations
- Food or beverages for hospitality
- Entertainment or reception functions
- Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs
- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit
- Creation of textbooks / classroom materials
- College or university faculty exhibitions or performances

- Internal programs at colleges or universities
- Commissioning of their faculty by colleges or universities
- Curriculum development, in-service, or circular activities
- Scholarly or academic research, tuition and activities that generate academic credit or formal study toward an academic or professional degree
- Commissioning of public art

**NOTE:** Council funding may not be used for these items NOR can they be included in the project budget as expense items or to meet matching requirements.

This program is not suitable for applications for commissioning of public art. Applicants interested in public art commissions should refer to the Arts Projects Program Guidelines.

### Grantee Requirements

Grantees must confirm project/program implementation plans and, if requested, revise budget based upon the actual grant award.

Grantees must sign a grant agreement detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations,” includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts.”



## Review Criteria

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505. (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations," A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials and during each broadcast promotion of the activity. When NEA funds are included in the award, the support credit should read: "This activity is supported by the Michigan Council for Arts and Cultural Affairs and the National Endowment for the Arts." Section 3 of the Grant Agreement will indicate if NEA funds are included as part of your award.

Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools.

Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

According to Public Act No. 117 of 2007, Section 405 states that each grant recipient shall provide MCACA with the following:

(a) Proof of the entire amount of the matching funds, services, materials, or equipment by the end of the grant agreement period.

(b) Within 30 days following the end of the grant agreement period, a final report that includes the following:

(i) Project revenues and expenditures including grant matching fund amounts.

(ii) Number of patrons attracted or benefiting during the grant period.

(iii) A narrative summary of each project and its outcome, including all of the following:

(A) How the project supported achieving the department's intended goals and outcomes for each program.

(B) How the program met the quantifiable measures of success in meeting the goals and

outcomes. (c) By April 7 of the grant year, each recipient of a grant greater than \$100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

## Review Criteria

Applications to the Capital Improvements Program will be reviewed according to the following criteria. The four criteria total to a maximum score of 100 points. A score of at least 80 points must be earned in order for the application to receive a funding recommendation. It is not necessary to answer each individual question posed within the four categories. However, your proposal must address each of the four areas. In this respect, the review criteria may also serve as an outline for your grant proposal.

### Scope of Project--20 Points

The extent to which the project provides for the long-term impact for the municipality, region or state; the quality and appropriateness of the proposed activity; the appropriateness and quality of the design of construction projects; public impact for the municipality served. Review panels will evaluate the criterion according to the following:

- Accessibility and cultural enrichment opportunities for municipality residents
- Merit and feasibility of the proposed activity
- Project longevity and impact for the municipality
- Appropriateness of proposed project for the municipality

- Impact of proposed activity to benefit underserved communities and/or areas
- Impact of proposed project to serve multiple counties
- Quality of evaluation method(s)

### **Project Planning and Implementation--35 Points**

The thoroughness of the project planning process; quality and thoroughness of the application and budget; evidence of a community cultural planning process; extent of public and private collaborations and inclusion of community leaders and local arts and cultural organizations; obtaining required permits; evidence of administrative and financial capabilities; and inclusion of supporting documents.

The criterion will be evaluated according to the following:

- Completeness of application, budget and itemization
- Evidence of inclusive planning
- Quality of the cultural plan
- Evidence of private and intergovernmental cooperation
- Acquisition of project permits (if required)
- Architectural drawings
- Resume(s) of key personnel
- Quality of letters of support

### **Community Support--20 points**

The extent to which the community shows broad-based support of the proposed activities as evidenced by nonmonetary contributions (in-kind), volunteers, attendance, etc. The review panel will evaluate the application according to the following criterion:

- Quality of letters of support
- Evidence of volunteer support
- Evidence of community participation (attendance at events, planning, etc.)
- In-kind contributions

### **Economic Impact--25 points**

The extent to which the project provides for economic development opportunities for the arts and cultural sectors to create a lasting impact on the local economy. Review panel will evaluate the criterion according to the following:

- Job creation and retention
- Added value from capital improvements
- Private and public investment
- Individual contributions
- Use of local firms
- Number of people served

# Application Form Instructions

## Helpful Hints

- Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.
- Separate applications must be completed for each grant request.
- The grant application may be duplicated.
- Applications must be typed.
- Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.
- The application Narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.
- Clearly explain the public benefit of your project.
- Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.
- You should consider your budget another opportunity to state your case for funding. Use your budget to support your project Narrative. Make sure that the numbers in the budget match the numbers in your Narrative.
- Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.
- Remember, prior MCACA funding does not ensure continued support.
- Check for typos.
- Before mailing, make certain your application package is complete. You **will not** be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

## Section 1: Project Summary

Provide a clear and concise project summary. Include a project synopsis with timeline, number and types of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this summary will be the basis for your grant contract language.

## Section 2: Applicant Information

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

## Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

## Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

## Section 2 County Code and Section 3 Project County Code(s)

Section 2 --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Section 3 --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01 Alcona	25 Genesee	47 Livingston	70 Ottawa
02 Alger	26 Gladwin	48 Luce	71 Presque Isle
03 Allegan	27 Gogebic	49 Mackinac	72 Roscommon
04 Alpena	28 Grand	50 Macomb	73 Saginaw
05 Antrim	Traverse	51 Manistee	74 Sanilac
06 Arenac	29 Gratiot	52 Marquette	75 Schoolcraft
07 Baraga	30 Hillsdale	53 Mason	76 Shiawassee
08 Barry	31 Houghton	54 Mecosta	77 St Clair
09 Bay	32 Huron	55 Menominee	78 St Joseph
10 Benzie	33 Ingham	56 Midland	79 Tuscola
11 Berrien	34 Ionia	57 Missaukee	80 Van Buren
12 Branch	35 Iosco	58 Monroe	81 Washtenaw
13 Calhoun	36 Iron	59 Montcalm	82 Wayne
14 Cass	37 Isabella	60 Montmorency	83 Wexford
15 Charlevoix	38 Jackson	61 Muskegon	99 Statewide
16 Cheboygan	39 Kalamazoo	62 Newaygo	(use for project
17 Chippewa	40 Kalkaska	63 Oakland	activity only)
18 Clare	41 Kent	64 Oceana	
19 Clinton	42 Keweenaw	66 Ontonagon	
20 Crawford	43 Lake	67 Osceola	
21 Delta	44 Lapeer	68 Oscoda	
22 Dickinson	45 Leelanau	69 Otsego	
23 Eaton	46 Lenawee		
24 Emmet			

### **Federal Identification Number**

Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

### **Status Code--Describes Legal Status**

Enter the 2-digit code that indicates the applicant organization's legal status. Note: this is a partial listing of only codes applicable to the Capitol Improvements Program.

- 07     **Government-County**, to be used when the mail recipient is a unit of a county government.
- 08     **Government - Municipal**, to be used when the mail recipient is a unit of a municipal government.
- 99     **None of the above**, to designate an entry which cannot be coded.

**Institution Code**--enter a code to identify the applicant organization. **Note:** This is a partial listing with only those codes that are applicable to the Capital Improvements Program.

- 37     **Parks and Recreation**, usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)
- 38     **Government, Executive**, the administrative branch of the government, federal, state, county, local or tribal. Includes grants to municipalities.

### **Legislators**

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office, or at [www.house.gov/writerep/](http://www.house.gov/writerep/) and [www.legislature.mi.gov/](http://www.legislature.mi.gov/).

### **Section 2--Applicant Primary Discipline Code and Section 3--Projects Primary Discipline Code:**

For Section 2: Enter the one code that describes primary area of work for the applicant organization.  
For Section 3: Enter the one code that best describes the primary discipline of the project.  
(Codes are listed on page 14.)

## Application Form Instructions

01-Dance (do not include mime; see "Theater" 04 for mime)  
A-ballet  
B-ethnic/jazz include folk-inspired, (see "Folk Arts" 12)  
C-modern

02-Music  
A-band, do not include jazz or popular  
B-chamber, include only music for one musician to a part  
C-choral  
D-new, include experimental, electronic  
E-ethnic, include folk-inspired; see "Folk Arts," 12  
F-jazz  
G-popular, include rock  
H-solo/recital  
I-orchestral, includes symphonic and chamber

03-Opera/Music Theater  
A-opera  
B-musical theater

04-Theater  
A-theater-general, include classical, contemporary, experimental  
B-mime  
D-puppet  
E-theater for young audiences

05-Visual Arts  
A-experimental include conceptual, new media, new approaches  
B-graphics, include printmaking and book arts; do not include graphic design: see "Design Arts" 06  
D-painting, include watercolor  
F-sculpture

06-Design Arts  
A-architecture  
B-fashion  
C-graphic  
D-industrial  
E-interior  
F-landscape architecture  
G-urban/metropolitan

07-Crafts  
A-clay                      B-fiber  
C-glass                    D-leather  
E-metal                    F-paper  
G-plastic                  H-wood  
I-mixed media

08-Photography, include holography

09-Media Arts  
A-film  
B-audio include radio, sound installations  
C-video  
D-technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10-Literature  
A-fiction  
B-nonfiction  
C-playwriting  
D-poetry

11-Interdisciplinary--pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

12-Folk Life / Traditional Arts--pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. **Do not include folk-inspired forms.** For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

12A-Folk/Traditional Dance

12B-Folk/Traditional Music

12C-Folk/Traditional Crafts and Visual Arts

12D-Oral Traditions (include folk/traditional storytelling)

13-Humanities--pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14-Multidisciplinary--pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multidisciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary," Code 11.

15 Non-arts/Non-humanities

### **Section 2: Grantee Race Code**

Enter the ONE code below that best represents 50 percent or more based on code description for the applicant organization. Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership.

- A 50% or more Asian
- B 50% or more Black / African American
- H 50% or more Hispanic / Latino
- N 50% or more American Indian / Alaska Native
- P 50% or more Native Hawaiian / Pacific Islander
- W 50% or more White
- 99 no single group listed above represents 50 percent or more.

### **Section 3: Project Race/Ethnicity Code**

Enter the ONE code below that best reflects the project activities: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, chose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99."

### **Section 3: Project Information**

#### **Project Director (contact person)**

This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). This person cannot be the same as the authorizing official.

#### **Activity/Project Title**

#### **Start date/end date**

Enter the dates of your project. These dates must be within the grant period of October 1, 2008 through September 30, 2009

**Type of Activity Codes**--General description of what you plan to do. NOTE: This is a partial listing of only those codes applicable to the Capitol Improvements Program.

- 07 Facility Construction, Maintenance, Renovation. Note: Design is 04.
- 18 Repair/restoration/Conservation.
- 23 Equipment Purchase/Lease/Rental.



## Arts Education Code:

For Capital Program applicants only, use code "99." None of the project involves art education.

## Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your activities, enter a "Z."

- A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

## Section 4: Summary Information

The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

### Section 4a----Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

### Section 4b----Project Participation Summary

#### Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

**Amount Paid to Michigan Artists**

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

**Artists Participating**

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

**Amount Paid to Artists**

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

**Individuals Benefitting**

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

**Youth Benefitting**

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

**New Hires and Employees**

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

**Section 4c ----ADA Information**

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

**Section 5: Projected Budget**

Complete the budget, paying attention to the instructions on the application form as well as the budget definitions.

**NOTE:** A detailed itemization must be provided **as Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 26-27) and include all sub-totals and totals.

# Application Form Instructions

## Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Note: If the applicant is NOT an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA .

## Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Note: for Capital projects, budget expenses should only include construction/renovation costs and reasonable administration of the capital improvement projects. Programming and other administrative costs are not appropriate. **On the Expense page side of the budget form, please include the amount of the cash expenses that are to be MCACA monies, in the column headed "MCACA dollars."**

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

## Section 6: Economic Assessment

Complete this section following instructions located at the top of the form.

## Section 7: Forms

Complete required forms, Certification of Matching Funds, Certification of Ownership/Option to Purchase, Non-profit (Subgrantee) Organization Information and Rider A.

**Be sure to have authorizing official of the county, city, township or village sign where necessary.**

## Section 8: Assurances

Please review carefully. Provide the signature of the authorized official, or board designee. Include the meeting and signing dates.

## Section 9, Attachments

The following attachments and the Attachment Checklist (found at the end of the application) must be submitted with your application.

### Attachment #1, Proposal Narrative

The Project Narrative is vitally important to the Peer Panel Reviewers, as it tells the story of your project and includes details such as the who, what, when, where, why, and how much. The Narrative should be written so that it can be easily understood by someone not familiar with the applicant organization or geographic location.

## **Narrative Formatting**

Narrative must be typed, single spaced, on 8½" x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum margin of 1" on both sides.

Submit no more than six narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Include the name of the organization and narrative question on each page. **Failure to adhere to formatting criteria may result in a loss of points.**

Compose the Narrative by addressing the review criteria on page 9. The numbered items 1-4 below provide details on the criteria. The information you provide will be reviewed according to this criteria.

### **1. Scope of Project--20 points**

Describe the scope of your proposed project and the extent to which it addresses capital review criteria. Provide a cultural and geographic profile description of your service area or the community to be served. Show how your proposed project will identify and address specific needs. Include information suggesting the merit of your project to serve underserved communities or underserved areas, serve multiple counties and show the longevity of the project.

### **2. Project Planning and Implementation--35**

Provide information that describes the process to develop your proposal, policies and procedures adopted to further your goal, (i.e., committees, cultural diversity consideration etc.) Define the problem being addressed and provide a brief description of the planning process that led to the decision to proceed with this project. Also provide information that displays leadership in collaborating with arts and cultural organizations to provide service to multiple counties.

Describe your process to effectively plan for the stability and longevity of cultural capital improvement projects for your community. Include evidence of your efforts to collaborate with local and regional cultural organizations to develop a cultural arts plan. Provide evidence of inclusive planning of community leaders, cultural diversity of constituents and others. Describe how the project will be administered and evaluated. Include evidence of the community, historical societies, designer's and/or architects in the planning process if appropriate. If committees are used, enclose a list of the committee members that show their expertise and their responsibilities.

### **3. Community Support--20 points**

Provide evidence of broad based community support such as the number of contributors, volunteers, program participants, attendees at public events and in kind contributions that proves community support. Include media articles etc. and appropriate letters of support.

### **4. Economic Impact--25 points**

Describe the marketing and promotional efforts to increase economic opportunities for this project. Describe public and private sources contributing to the project and evidence of significant arts and cultural economic benefit and lasting impact for the local economy.

## Application Form Instructions / Attachments

It is the Council's expectation that many activities funded through the capital program will serve the state's under served areas through special initiatives, partnerships, collaborations, etc. Applicants to the Capital Improvements Program are encouraged to consider inclusion of outreach efforts within their funding requests. See Page 5 for the list of Underserved Areas.

### **Attachment #2, Budget Itemization**

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. **You must indicate if amounts listed on lines 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount. Please note that in your itemization, MCACA is requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

### **Attachment # 3, Organizational History**

In not more than one page, please provide a description of the applicant organization, including history and activities. Be sure to include the organization's mission statement.

### **Attachment # 4, Proof of Tax Exemption Status**

Provide proof of tax exempt status. A 501 (c) (3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan nonprofit incorporation, articles of incorporation, bylaws, proof of sales tax exemption.

Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

### **Attachment # 5, List of Governing Board Members**

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

### **Attachment # 6, Project Director's Resume or Bio**

Provide the resume or bio of the project director.

### **Attachment # 7, Letters of Support**

Provide a minimum of three but no more than ten letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

### **Attachment # 8, Resume(s) or Bio(s) of Key Decision Makers**

Provide the resumes or bios of the key project decision makers, jurors, panelists, etc.

### **Attachment # 9, Resume(s) or Bio(s) of Key Artist(s)**

Provide the resumes or bios for each artist who has been identified in the project narrative.

### **Attachment #10, Documentation**

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (community cultural plans, promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.), to acquaint panelists with your organization and its programs. Applicants requesting funding for the expansion, renovation, construction or acquisition of cultural facilities must include appropriate documentation of facility ownership, and copies of relevant permits, environmental studies, bids, construction and site plans, architectural renderings, photographs, etc. with their completed application.

Each item should be labeled and numbered in the right, top corner. optional support materials may not exceed the following:

1. Three copies of not more than five, one-page items (press release, critical review, etc.)
2. Three copies of not more than one, multi-page item (newsletter, pamphlet, annual report)

No oversized (larger than 9"x12") items may be submitted.

### **Attachments/Checklist**

The Attachments/Checklist must be completed and sent with your application form.

### **Mailing Instructions**

Applications are due by May 1, 2008, for projects beginning on or after October 1, 2008.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand-delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed. Metered mail will not be accepted as proof of meeting deadlines.

Applications will be evaluated by review panels as submitted.

Faxed applications are unacceptable.

The original and three copies (total of four) of completed application and required attachments must be collated and each placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 9, "Packaging" in the

application form).

Three copies of documentation requested in specific program or category guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file. Send application package to:

**Grant Application**  
**ATTN. Capital Improvements**  
**Michigan Council for Arts and Cultural Affairs**  
**702 West Kalamazoo**  
**P.O. Box 30706**  
**Lansing, MI 48909-8206**

### **Budget Definitions**

#### **Activity**

Refers to the specific project or range of operations funded by MCACA.

#### **Admissions**

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

#### **Applicant Cash**

Funds from the applicant's resources allocated to this project.

#### **Capital Expenditures-Acquisitions**

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

**Capital Expenditures - Other**

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., that are specifically identified with the activity.

**Corporate Support**

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

**Employee-Administrative**

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and support personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

**Employees-Artistic**

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Employees-Technical/Production**

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

**Federal Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

**Foundation Support**

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

**Government Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.



**Grant Amount Awarded**

Amount awarded in support of this activity.

**In-Kind**

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

**Marketing**

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not

include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see “Other Expenses.”

**Non-employee Artistic Fees and Services**

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

**Non-employee, Other Fees and Services** - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

**Other Expenses**

All expenses not entered in other categories and specifically identified with the activity. Include fundraising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

**Other Private Support**

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fundraising events.

**Other Unearned**

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Space Rental**

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

**State Support Not From Council**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Department of Education, MSHDA, DNR, MDOT etc.*

*NOTE: MCACA Minigrants and Touring grants cannot be included in this activity.*

**Travel**

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

# Application Form Instructions / Sample Itemization

## Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c" next to the dollar amount.

ATTACHMENT #2, Page 1  
"Your" Arts Organization Inc.

REVENUE (p = projected) (c = confirmed)		<u>SUB TOTALS</u>	<u>TOTALS</u>
<b>Line 1 Admissions</b>			
Ticket sales			
4 performances x 750 x \$5 per ticket	\$15,000 p	<u>\$15,000</u>	
<b>Line 2 Contracted services</b>			
7 school workshops - 7 x \$150 ea	\$1,050 c		
2 school performances - 2 x \$350 ea	<u>\$700 c</u>		
	\$1,750 c	<u>\$1,750</u>	
<b>Line 3 Other / Memberships</b>			
400 x \$15 per membership	\$6,000		
80 x \$25 per membership	<u>\$2,000</u>		
	\$8,000 c	<u>\$8,000</u>	
<b>Line 5 Corporate Support</b>			
The Alexander Corporation	\$2,000 p		
15 businesses @ \$250	\$3,750 p		
4 businesses @ \$1,000	<u>\$4,000 p</u>		
	\$9,750 p	<u>\$9,750</u>	
<b>Line 7 Other Private Support</b>			
Millionaire Raffle	\$7,000 p		
Charities of Our Town	<u>\$3,000 p</u>		
	\$10,000 p	<u>\$10,000</u>	
<b>Line 16 Council request</b>		\$11,000	<u>\$11,000</u>
<b>Line 17 Total Cash Revenue</b>		\$55,500	<u>\$55,000</u> *\$55,500
(*Note: This amount should equal the amount on line 32 of the budget form.)			
<b>EXPENSES--IN-KIND</b>			
<b>Line 21 Administrative Employees:</b>			
Executive Director - 5% of salary	\$1,250	<u>\$1,250</u>	
<b>Line 25 Other fees/services (non-employee)</b>			
7 school teachers - 7% of salary			
7 x \$2,450 =	\$17,150	<u>\$17,150</u>	
<b>Line 26 Space Rental</b>			
Allante Elementary Auditorium			
2 performances - 2 x \$800 =	\$1,600	<u>\$1,600</u>	
<b>Line 33 Total In-Kind Expenses</b>		\$20,000	<u>\$20,000</u> *\$20,000
(*Note: This amount should equal the amount on line 18 of the budget form.)			

<b>EXPENSES - CASH</b>	<b><u>MCACA</u></b>	<b><u>Cash Expenses</u></b>	<b><u>TOTALS</u></b>
<b>Line 21 Administrative Employees</b>			
Executive Director - 20% of salary	\$1,500	\$5,000	<b><u>\$ 5,000</u></b>
<b>Line 22 Artistic Employees</b>			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$,5000	\$22,200	
2 performances -2 x \$1,300	<u>\$1,300</u>	<u>\$2,600</u>	
		\$24,800	<b><u>\$24,800</u></b>
<b>Line 24 Artistic Fees / Services</b>			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	\$400	\$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	\$200	\$200	
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400	\$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$500	\$1,600	
The Mozart Symphony			
4 performances - 4 x \$2,500	<u>\$1,700</u>	<u>\$10,000</u>	
		\$12,600	<b><u>\$12,600</u></b>
<b>Line 26 Space rental</b>			
Hicks theater			
4 performance - 4 x \$1,050		\$4,200	<b><u>\$ 4,200</u></b>
<b>Line 28 Marketing</b>			
Newspaper Ads			
4 x \$180		\$720	
5 x \$200		\$1,000	
2 x \$780		\$1,560	
Posters			
50 x \$13		<u>\$ 650</u>	
		\$3,930	<b><u>\$3,930</u></b>
<b>Line 29 Other Expenses</b>			
Ticket Agent		\$500	
School materials			
Dance Dream booklets - 245 x \$3		\$735	
Teacher guide booklets - 7 x \$5		\$35	
Royalties		\$2,450	
Millionaire raffle		\$1,000	
Corporate fundraising solicitation		<u>\$250</u>	
		\$4,970	<b><u>\$4,970</u></b>
<b>Line 32 Total Cash Expenses</b>		<b><u>\$55,500</u></b>	<b><u>*\$55,500</u></b>
(*Note: This number should equal the amount reported on line 17 of the budget form.)			

**\*NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

## Test Yourself

Take a look at the following questions. If you can answer each question “Yes,” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No,” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application Narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8. Are the project activities accessible to the general public? Persons with disabilities?
9. Is the facility where the project activities will take place accessible to persons with disabilities?
10. Do resumes and bios of key personnel reflect relevant experience and expertise?
11. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
12. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
13. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?